

# **Statement of Work**

## **For**

### **Environmental Technical Services**

#### **1. Overview and General Requirements**

##### **1.1 Site Overview and History**

The Portsmouth Gaseous Diffusion Plant (GDP) was constructed by the Atomic Energy Commission (AEC) in the early 1950s to enrich the fissionable U-235 isotope from natural uranium to various product concentrations. The Portsmouth Site (map shown below) is a 3,714-acre federal reservation in south-central Ohio, one mile east of U.S. Route 23 in rural Pike County. The site is located approximately 75 miles south of Columbus, Ohio, and 22 miles north of Portsmouth, Ohio. The village of Piketon (approximately 1,800 population) is the nearest residential center, approximately five miles northwest of Portsmouth on U.S. Route 23.

The facility was originally constructed and operated as a uranium enrichment plant to supply both highly enriched uranium (HEU) and low-enriched uranium (LEU) for defense purposes and commercial nuclear fuel sales. After 1991, the Portsmouth GDP produced only LEU for commercial power plants. The 1992 Energy Policy Act (1992 EPACT) initiated a process to privatize the U.S. Department of Energy's (DOE's) uranium enrichment enterprises. The United States Enrichment Corporation (USEC) was established to operate both the Portsmouth, Ohio, and Paducah, Kentucky, GDPs. This legislation assigned DOE with decontamination and decommissioning (D&D) and remediation responsibilities and created the Uranium Enrichment D&D fund (D&D Fund). The D&D Fund is financed by DOE appropriations and assessments on nuclear utilities that historically purchased enrichment services from DOE. The Uranium Enrichment Decontamination and Decommissioning Fund 2007 Report to Congress highlights progress to date.

The 1992 EPACT also states that the Portsmouth and Paducah GDPs were to be leased to USEC. The terms and conditions of the subsequent arrangement are contained in the July 1, 1993, lease agreement between DOE and USEC. The 1992 EPACT requires that the enrichment process operations be regulated by the U.S. Nuclear Regulatory Commission (NRC), which issued certificates of compliance to USEC for both plants in November of 1996. In March of 1997, regulatory oversight for nuclear safety, safeguards, and security for the leased portions of both enrichment plants officially transferred from DOE to NRC with the following exceptions:

- DOE retained regulatory oversight for personnel security and arming and arrest authority of the protective force; and
- DOE retained regulatory oversight of USEC activities involving accessible uranium enriched to 10% or more.

In May of 2000, USEC announced that enrichment operations at the Portsmouth Site

would cease in 2001. However, DOE determined that the Portsmouth GDP should be maintained in a status that would allow a cost-effective resumption of enrichment operations within 18 to 24 months. This decision was made to provide the United States with a strategic hedge in the event of a disruption in the international enriched uranium market. DOE contracted with USEC to maintain this capability under the Cold Standby (CSB) Program. Since then, the international market for enriched uranium has remained stable. Consequently, the Under Secretary of Energy approved the decision to terminate CSB effective September 30, 2005. Beginning October 1, 2005, Portsmouth was put in Cold Shutdown (CSD) in preparation for D&D and remediation.

## 1.2 Task Order Objective

The primary purpose of this Environmental Technical Services (ETS) task order is to provide a full range of technical support, program management services, and administrative services in support of DOE's environmental remediation and D&D projects under the purview of the Portsmouth Paducah Project Office (PPPO), including the Portsmouth projects and potentially the Paducah projects as well.

## 2. Scope of Work

The primary place of performance is at DOE's Portsmouth Site Office near Piketon, Ohio. Other possible performance locations are DOE's PPPO in Lexington, Kentucky, and DOE's Paducah Site Office in Paducah, Kentucky. The range of services includes:

- Project Management and Control
  - Project Baseline Integration and support
  - Integrated Project Management
  - Fiscal Planning and Analysis
- Independent Technical Reviews, Audits, and Assessments
- Technical and Administrative Support Services
  - Environmental Planning and Integration
  - Preparation, Characterization and Field Investigation
  - Environmental Monitoring and Surveillance
  - Public Involvement Support
  - Administrative Support

All data and information collected and all reports, deliverables, and documentation related to the work performed under this task order are government owned.

DOE will authorize the contractor to perform specific work scope in the general areas listed in the sections below through the Work Request Procedure described in paragraph 4.

### 2.1 Project Management and Controls

The ETS Contractor shall support DOE in performing project management and oversight, including, but not limited to developing and maintaining project control systems, performing risk analysis, preparing and/or reviewing technical documents, plans, and project reports

(e.g., baseline, Earned Value Management System, and cost reports) in accordance with DOE project management directives and Office of Management and Budget Circulars. The contractor shall assist DOE with the consolidation, integration, and analysis of data and information from the various projects.

The Contractor shall appoint a senior manager who shall serve as the primary interface to the DOE Contracting Officer's Representative (COR) and have supervisory control over the contractor's employees assigned to perform work under this task order. The manager shall develop work and staffing plans for all assigned tasks and provide monthly status reports on all activities to the COR.

#### 2.1.1 Project Baseline Integration and Support

The ETS Contractor shall support DOE with the development and maintenance of the site-wide integrated life-cycle federal project baseline. The Contractor shall obtain baseline information from the site contractors to develop, evaluate and maintain the integrated life-cycle federal project baseline consistent with DOE Order (O) 413.3A.

The Contractor shall implement a project control system that has the capability (systems and tools) to fully integrate and consolidate using electronic data transfer all site contractor's financial accounting systems to ensure an overall consistent cost reporting system for the site in accordance with DOE requirements. The system should include the capabilities to present and analyze performance measurement data as related to the integrated life-cycle federal project baseline.

In support of DOE's implementation of the integrated life-cycle federal project baseline, the Contractor shall provide tools and techniques to perform simulations and optimization to support life-cycle planning, and assist DOE with life-cycle planning to respond to changes.

The Contractor shall develop an integrated life cycle federal baseline and it shall include:

- Work Breakdown Structure (WBS) and WBS dictionary sheets at the level in which the costs are collected;
- Time-phased cost estimate for each WBS element;
- Basis of estimate for each WBS element; and
- Time-phased resource-loaded schedule at WBS.

The WBS, WBS dictionary, and the Basis of Estimate data shall be provided in either Microsoft Word® or Microsoft Access® format. Cost data shall be provided in Microsoft Access® or Excel® format and the schedule shall be provided utilizing the current version of Primavera Systems, Inc., or other systems specified by DOE.

#### 2.1.2 Integrated Project Management

The ETS Contractor shall support DOE in meeting the data requirements of the DOE Integrated Planning, Accountability and Budgeting System (IPABS);

determining assessment and information needs; reviewing scope, budget, and schedule; and performing audits and evaluations. The Contractor shall integrate, track, analyze and report data concerning project management, project control, life cycle planning, budget formulation, budget execution and financial management. The Contractor shall support DOE in performance evaluation and reporting oversight of the site contractors.

The Contractor shall consolidate project management information from all site tenants to support DOE at a monthly task order/project review in reviewing project progression status, budget, cost and schedule. The Contractor shall provide consolidated data to DOE in the form of reports, briefing materials, life cycle planning submittals, data calls, and other ad hoc requests. The Contractor shall support DOE's evaluation of risks and risk management for the project.

The Contractor shall provide an integrated life-cycle federal project baseline that includes logic-linked network schedules compatible for use by DOE in conducting DOE project-risk management assessments and analyses for the Federal Project Baseline. The Contractor is responsible for coordinating with other site contractors and consolidating information to ensure the integrated life-cycle federal project baseline incorporates "cross-cutting" risks and risk management on a continuing basis.

#### 2.1.3 Fiscal Planning and Analysis

In support of DOE's federal budget process, the ETS Contractor shall provide support in the following areas, but is not limited to, budget planning and formulation process and budget/funding reconciliation. In support of DOE's oversight of contractor financial management, the Contractor shall provide assistance in evaluation of financial management information and documents (for example, environmental liability audits, pension and post-retirement benefit cost analysis, and Request for Equitable Adjustments).

#### 2.2 Independent Technical Reviews, Audits, and Assessments

The ETS Contractor shall provide independent technical reviews, audits, and assessments as requested by DOE. The Contractor's responsibilities will include, but are not limited to, safety, regulatory compliance, and performance verification. The Contractor shall review and comment on documents as assigned, including time-sensitive deliverables related to the D&D project. This includes site-wide remediation documentation.

Oversight of the DOE contractors' safety programs is of particular concern as Portsmouth transitions from NRC and the Occupational Safety and Health Administration oversight to DOE safety oversight. The Contractor shall provide day-to-day field operation support to assist DOE with its oversight activities of the other site contractors' implementation of safety programs, including but not limited to 10 Code of Federal Regulations (CFR) 851, "Worker Safety and Health Program";

ISMS; 10 CFR 835, "Occupational Radiation Protection"; DOE O 5400.5, "Nuclear Safety Management" (10 CFR 830); and the DOE Occurrence Reporting and Processing System. Support includes direct field observation and surveillance activities. The Contractor shall support accident investigations and accident investigation boards.

The Contractor shall support DOE in overseeing regulatory documentation and compliance. Regulatory documentation and compliance include, but are not limited to, oversight of the contractor regulatory compliance in the areas of site-wide permits, licenses, environmental standards, and milestones.

The Contractor shall develop and maintain site-wide database systems in support of the DOE's oversight activities. An example of such a system would be a web-based database for PPPO contractors to share operating experiences and lessons learned.

## 2.3 Technical and Administrative Support Services

### 2.3.1 Environmental Planning and Integration

The ETS Contractor shall assist DOE in planning and integration for the Portsmouth D&D and Remediation project.

The Contractor shall support DOE in planning and developing an initial overall cleanup strategy for the Portsmouth D&D project. The initial strategy will include a broad overview and logic flow of the life-cycle project consistent with and in support of the regulatory documentation and the integrated Life Cycle Baseline. The Contractor shall assist DOE in identifying opportunities to apply new methods, technologies, and business practices that make sense from a safety, cost-effectiveness, and energy-efficient perspective.

The Contractor shall develop, maintain, and update a Portsmouth D&D and Remediation Master Plan for the site that incorporates and integrates DOE's strategic vision for performing D&D and remediation, while servicing other site tenants, such as USEC and the Ohio National Guard. The master plan, at a minimum, shall include maps and comprehensive site-wide facility and Solid Waste Management Unit (SWMU) lists, and facility transition/transfer status. The Contractor shall integrate information/data, obtaining necessary information from the site contractors, and ensuring consistency and up-to-date, integrated information.

The Contractor shall assist DOE with preparing environmental documentation in compliance with applicable, relevant and appropriate laws and regulations, including National Environmental Policy Act (NEPA), and required State and Federal permits. The Contractor shall support DOE's effort to adequately define requirements and develop scopes of work for additional requirements that may be identified. In addition, DOE may request support for developing cost estimates for any new requirements.

In addition, the Contractor shall provide support activities during the development and establishment of the regulatory framework and process, such as data collection,

assessment, and evaluation of reports and data, and organization and presentation of data.

The Contractor will assist DOE in the development and integration/consolidation, and quality of site-wide environmental and regulatory reports, actions, and responses from the site contractors, including, but not limited to, site-wide radioactive waste disposition and shipping forecasts, Five-Year Plans, performance metrics, trending, and analysis as required.

The Contractor shall also provide assistance as requested to other PPPO sites.

#### 2.3.2 Preparation, Characterization and Field Investigation

The ETS Contractor shall perform independent design analyses. In addition, the ETS contractor may support DOE in design, characterization and field investigation work.

#### 2.3.3 Environmental Monitoring and Surveillance

The ETS Contractor shall perform independent environmental oversight to verify site contractors' environmental monitoring and surveillance reporting as required by DOE. The Contractor shall perform air monitoring as required by DOE.

#### 2.3.4 Public Involvement Support

The ETS Contractor shall support DOE for activities related to stakeholder interfaces, public meetings, and all other internal and external DOE stakeholder activities at the Portsmouth Site. The Contractor shall assist DOE in conducting programs for community relations and media coverage for site activities. These includes establishing and maintaining communication channels to disseminate integrated site information to the public, maintain public reading rooms, maintain complete administrative records, and respond to public comment and inquiries as approved by DOE. The contractor shall comply with regulatory and emergency planning and public affair response. The contractor shall track and analyze public issues related to project goals, and provide information necessary for effective planning and decision making. These activities shall include, but are not limited to, the Citizen's Advisory Board-related activities, preparation and control of communication materials, multi-media services functions, securing meeting facilities, information and assistance related to the Freedom of Information Act and Privacy Act, website evaluation, design, integration, maintenance, and operation. Additionally, the Contractor shall respond to requests for site-wide information from internal and external stakeholders after coordination and approval by DOE.

#### 2.3.5 Administrative Support

In support of DOE's daily operations in contractor oversight, the ETS Contractor shall provide administrative support services to accomplish the daily operation and execution of the D&D and remediation project. Support services include, but are not limited to, mail delivery, printing, courier services, records management, preparation for briefings, public presentations, and search, review, reproduction and distribution of such documents.

In support of DOE's daily operations in contractor oversight, the Contractor shall provide support for a document control process compatible with current DOE information technology and security requirements, including both classified and unclassified documents, to assist the Federal Project Director manage Portsmouth documents. The Contractor is responsible for ensuring consistency in maintaining the Administrative Record for all regulatory documents and correspondence, if necessary, and maintaining project files in such a manner that they can be readily searched and retrieved, using information technology for storage and retrieval to the maximum extent practicable.

All records generated during the task order period of performance shall comply with the requirements for managing records in all formats, including early capture and control throughout their lifecycle (DOE O 243.1 "Records Management Program" and DOE O 243.2 "Vital Records" and applicable regulations listed in these Orders). The Contractor shall develop and submit a Records Management Plan. The plan shall address all appropriate records delineated in the 'Roadmap to the Year 2000,' DOE's records management program guidelines. The Roadmap is accessible through the DOE Chief Information Officer home page at <http://cio.doe.gov>. The records plan shall clearly state that all ETS-generated records are Government-owned. Final disposition of records (i.e., transfer to the Federal Records Center, destruction, transfer to new contractor) shall be addressed in the plan. The plan shall be reviewed and approved by the CO or designee.

The Contractor shall develop and maintain database systems in support of the DOE's mission activities at Portsmouth (and Paducah, and PPPO if requested).